

**Notice Inviting e-Tender**

**Notice inviting period e-tender No. WBHDCL/NIT-442/2024-25 Dated: 10/01/2025**

**of the West Bengal Handicrafts Development Corporation Limited (MANJUSHA)**

Electronic-tender is hereby invited from the bonafide enlisted Manufacturers/ Suppliers/ Agencies/ Firms/ Individuals/ SHG/ Co-operative for supply of different type of Utensils, Stationeries & Kits as per Annexure I.

- **This e-tender is being invited to enable West Bengal Handicrafts Development Corporation Ltd. (MANJUSHA) to obtain rates of different types of Utensils, Stationeries & Kits to be supplied at different departments who shall require the items as per stipulated specifications and to allocate different areas for supply.**
- **The exact value and quantity of supply can only be ascertained when actual order is received by West Bengal Handicrafts Development Corporation Ltd. (MANJUSHA) from the buyer.**
- **EMD Rs. 1,00,000.00/- (Rupees One Lakh only) refundable is to be deposited either online by Net Banking through using ICICI Bank Payment Gateway or through RTGS/NEFT. Please refer memo no. 3975-F(Y) dated 28.07.2016 of the Finance Department, Govt. of West Bengal.**
- **EMD exemption for registered SSI Units of the state of West Bengal shall be guided by paragraph 47A (1) of Memo No. 10500-F dated: 19.11.2004, issued by the Finance Department (Audit Branch), Government of West Bengal.**
- **TECHNICAL BID:**

SL NO.	CATEGORY NAME	CATEGORY DESCRIPTION
A	Certificates	<ul style="list-style-type: none"><li>• Attested copy of I.T. Return (A.Y. 2024-25) with PAN card.</li><li>• GST Registration Certificate.</li><li>• Copy of GST return (September, 2024).</li><li>• Trade licence/S.S.I. Registration /Co-Operative certificate/ EM Part-II/Udyog Aadhar/Udyam.</li><li>• Attested Photocopy of latest P-Tax Clearance Certificate/ Paid Challan.</li></ul>
B	Company Details	<ul style="list-style-type: none"><li>• Name &amp; Address of participant</li><li>• Documents regarding legal entity of the participant.</li><li>• Bank details in letter head with company seal.</li></ul>
C	Credential 1	<ul style="list-style-type: none"><li>• Credentials for supply of different types of Utensils, Stationeries &amp; Kits of value Rs. 20 lakhs in last 5 financial years to any Government/Semi Government organization.</li></ul>
D	Credential 2	<ul style="list-style-type: none"><li>• Enlistment Certificate/Letter of Enlistment/Money receipt of MANJUSHA.</li></ul>
E	Declaration 1	<ul style="list-style-type: none"><li>• Notarised Affidavit for not being black listed by any Government / Private Institution in Non-judicial stamp paper.</li></ul>
F	Financial	<ul style="list-style-type: none"><li>• Audited Balance Sheet &amp; P&amp;L A/c for last 3 years i.e. FY - 2021-22, 2022-23 &amp; 2023-24.</li></ul>

- **FINANCIAL BID :**

SL NO.	CATEGORY NAME	CATEGORY DESCRIPTION
A	BOQ	<ul style="list-style-type: none"> <li>• Item wise rate</li> </ul>

**Terms and conditions**

- a) Items/Products/Samples shall be accepted only if the specification fixed by buyer of WBHDCL is met and sample is approved by the buyer.
- b) First the credential documents shall be taken up for scrutiny and the eligible bidders who meet the credentials shall be listed. Thereafter the samples of the bidders only whose credentials are in order shall be examined.
- c) Thereafter all the samples shall be sent to the buyer for their approval. The choice of the buyer shall be final and binding.
- d) If the buyer rejects any sample of any agency(s) on visual ground or any other ground, the item of the said rejected agency(s) shall not be considered for supply.
- e) The sample submitted by the bidder should not contain any mark/label of manufacturer or supplier anywhere on the body of sample.
- f) One bidder is allowed to submit only one variety of sample for each item.
- g) Financial bid of only those bidders shall be opened whose credentials are in order and sample approved by the buyer through written communication.
- h) The authority reserves the right to allocate different districts/areas among the qualified bidders (if willing to supply at lowest/accepted rate) based on their capacity and past performance. The decision of the authority shall be final.
- i) The authority reserves the right to distribute the order among the qualified bidders (if willing to supply at lowest/accepted rate).
- j) The rates quoted by the Bidder shall be deemed to include cost of packing, carrying and delivery up to all locations and in such batches as per delivery programme to be fixed from time to time. The rate quoted shall be exclusive of applicable GST.
- k) Rates quoted in the bid are to remain valid for a period of **36 months** or any other extension thereof made by the authority after the last date for bid submission as specified in this e-NIT. Bids valid for a shorter period shall be rejected as non-responsive.
- l) If the items/products are rejected by buyer at any stage (before or after supply), the entire consignment shall be cancelled without further clarification. No compensation can be claimed from the corporation. An affidavit has to be supplied in this regard at the time of receiving supply order.
- m) West Bengal Handicrafts Development Corporation Limited shall ask for Performance Guarantee on value of work order as per Government rule.
- n) Payment shall be made only after the successful delivery and acceptance of supply and on receipt of payment from the buyer of MANJUSHA.

In the event of e-filing, intending bidder may download the tender document from the website directly with the help of Digital Signature Certificate.

Technical Bid and Financial Bid both will be submitted concurrently duly digitally signed in the website <https://wbtenders.gov.in>. Tender document may be downloaded from website & submission of Technical Bid/Financial Bid as per Tender time Schedule stated. The documents submitted by the bidders should be properly indexed & digitally signed.

**Date & Time Schedule:**

<b>SL NO.</b>	<b>PARTICULARS</b>	<b>DATE &amp; TIME</b>
1.	Date of uploading of NIT, Tender Documents (Online)	10/01/2025 from 06:00 PM
2.	Date of start of download the documents (Online)	10/01/2025 from 06:00 PM
3.	Pre-bid Meeting	16/01/2025 from 03:00 PM
4.	Date of start of submission of Technical Bid & Financial Bid (Online)	10/01/2025 from 06:00 PM
5.	Date of closing of submission of Technical Bid & Financial Bid (Online)	30/01/2025 up to 05:00 PM
6.	Last Date of Submission of Samples (Strictly as per desired Specification)	30/01/2025 from 03:00 PM
7.	Bid opening date for Technical Proposals (online)	31/01/2025 from 11:00 AM
8.	Date of uploading list for Technically Qualified Bidder (online)	To be notified later
9.	Date for opening of Financial Proposal (online)	To be notified later

**Criteria:-**

The authority reserves the right to accept or reject any tender without assigning any reason whatsoever.